**CURRICULUM VITAE**



**Junaid**

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**Valid UAE Driving License Holder** Light Vehicles.

**PERSONAL DATA:**

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| --- | --- | --- |
| Gender | : | Male |
| Date of Birth | : | April 05, 1989 |
| Nationality | : | Pakistan |
|  |  |  |
| Address | : | U.A.E |

**EDUCATIONAL ATTAINMENT:**

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| --- | --- | --- |
| University | : | Punjab University, Lahore Pakistan |
| Course | : | Msc- Information Technology |
| Year finished | : | 2014 |
| College | : | Superior Group of Colleges, Lahore Pakistan |
| Course | : | Bachelor in Commerce |
| Year finished | : | 2009 |
| College | : | Mansoora Degree College, Lahore Pakistan |
| Course | : | Intermediate in Commerce |
| Year finished | : | 2007 |
| Secondary Education | : | Al Basit Model High School, Lahore Pakistan |
| Year finished | : | 2005 |

**WORK EXPERIENCE: (Nine years as Filed Experience)**

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| **Company** | **:** | **Al Falak Building Contracting LLC, Fujairah, UAE** |
| **Designation** | **:** | **IT Cum pro.** |
| **Period** | **:** | **July 2016 to Still Continue.** |

My duties and responsibilities are as follow**:**

* Technical support and IT network troubleshooting
* Solid background in the utilization of software engineering fundamentals
* Configure IT LAN/WAN features
* Monitored and maintained performance of network
* Provided technical support
* Provide first-level technical support; assisting users who have network problems
* Perform high level troubleshooting, diagnostics for networking problems
* Provide support services for password recovery for network devices using system configuration registry
* Prepares the feasibility reports of the projects
* Assistance with training of staff and compiling procedural documentations
* Manages the database accurately and keeps it up to date
* Creates documents, spreadsheets in excel and brochures
* Manage and oversee the daily operations of the accounting department

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| **Company** | **:** | **Intellectual Bunch, Lahore, Pakistan** |
|  |  | (Intellectualbunch.com) |
| **Designation** | **:** | **Frontend & Backend web Application Developer.** |
| **Period** | **:** | **Feb 2014 to June-2016.** |

My duties and responsibilities are as follow**:**

**Designation:** Front End Developer

Worked in Intellectual Bunch as a front end Developer as a fallowing skills,

* Complete Working of HTML, CSS and JavaScript
* Designs, develops and relaunches responsive websites and e-commerce sites of clients.
* Builds codes for Shadowboxes, Slider Carousals, Tickers, Rotating Headers, Validation and JS animations.
* Executes full-stack website launches specializing in front-end features, browser manipulation, and cross-browser compatibility.
* Oversees creation and maintenance of front-end standard documents
* Coordinates with copywriters and graphic artists on integration of images, icons, banners, audio and other features of the website
* Translate design mock ups to pixel perfect code
* Psd to HTML Conversation with Pixel Perfect
* Complete Working of Bootstrap
* Complete Working of Adobe Photoshop
* Strong problem solving and decision-making skills
* Complete Working in responsive web applications
* Working Knowledge of jQuery

**Designation:** Back End Developer

Worked in Intellectual Bunch as a backend Developer as a fallowing skills,

* Worked in php & Mysqli
* Worked in Java
* Complete Working of Content Management System
* Working knowledge of OOP
* Working knowledge of WordPress

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| **Company** | **:** | **Abacus Consulting (Telenor Pakistan), Lahore, Pakistan** |
| **Designation** | **:** | **Customer Relation Officer/ Point Person.** |
| **Period** | **:** | **Sep 2011 to Feb 2014.** |

Duties and Responsibilities:

* **Designation: Point Person.**

Worked in Abacus Consulting as Point Person officer and successfully achieve targets and making a very good sale in Mobile Banking Named Easy Paisa which is product of Tameer Bank and Telenor Pakistan.

**Designation: Customer Relation Officer**

* Worked in Abacus Consulting as Customer Relation officer and successfully achieve CRO of the month and call of fame in Mobile Banking help line named Retailer Support (RS), which is most critical financial dealing helpline to resolve the queries regarding Easy Paisa Mobile Banking.
* Provide top-notch service to both internal and external customers
* Played key role in providing best customer services over the help line by answering their queries.
* Achieved "Employee of the Month" certificate
* Promote good listening skills
* Promote the teamwork.

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| **Company** | **:** | **McOlson Research Lab, Lahore, Pakistan** |
| **Designation** | **:** | **Office Executive & Assistant Accountant.** |
| **Period** | **:** | **Jan 2011 to august 2011.** |

Duties and Responsibilities:

Worked in McOlson Research Lab. in Lahore, Pakistan as Office Executive and successfully. Achieved monthly targeted sales besides retaining old clientele. The JD’s assign to me are as below:

* To work in a challenging environment
* Work on computer application & data management Skills
* To Handle all work related to Admin including Making Travel Arrangements, Bank, Purchase, vender, store etc.
* Handled all general administration activities

**KEY SKILLS:**

**Computer skills**

1. MS Office (Word, Excel, Power Point).
2. Download, Installation, Troubleshooting
3. Call Center Training (C.C.T).
4. Hardware & Software & Net surfing o Excellent Customer Servicing skills o Ability to Work Under Pressure & in

a Team Environment

o Self-motivated, Proactive and Solution Oriented

Developer skills

1. Adobe Photoshop 2016
2. Web designing (HTML & CSS, JS,

JQuerry, bootstrap, wireframe,)

1. PSD to Html Responsive Conversion o Web development

(php,MySqli,Wordpress) o CMS panel

o Concept of PHP (OOP)

**PLUS, POINTS:**

* Driving License
* Knowledge of PRO All work
* Knowledge of Accounting Software QuickBooks

**LANGUAGES**:

* English
* Urdu/hindi
* Arabic (beginner Level)